

## **IDDE – EMPLOYEE TRAINING**

### **1. PREPARATION**

- a. Be alert for potential illicit discharges to the municipal storm water system while going about normal work activities.

### **2. PROCESS**

- a. Call the Illicit Discharge Hotline (801-568-7280) if you see evidence of an illicit discharge. If Sandy City personnel are unavailable or after hours, leave message and then contact Salt Lake County Health Department (801-580-6681).
- b. Assess the general area of the illicit discharge to see if you can identify its source.
- c. Whenever possible, take photographs of the suspected illicit discharge.
- d. Responding Public Utilities Department personnel will follow the procedures of SOP IDDE – Reporting and Response.

### **3. ACTIONS**

- a. Provide all available information to Public Utilities Department personnel.
- b. Public Utilities Department personnel will follow procedures identified in SOP IDDE – Reporting and Response.

### **4. DOCUMENTATION**

- a. Public Utilities Department personnel will complete documentation identified in SOP IDDE – Reporting and Response.